

Request for Records Disposition Authority (See Instructions on reverse)		Leave Blank (NARA use only)	
		Job Number	NI-567-09-6
To: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		Date Received	9/15/09
1. From: (Agency or establishment)	Notification to Agency In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.		
2. Major Subdivision			
3. Minor Subdivision			
4. Name of Person with whom to confer Joseph M. Gerhart	5. Telephone (include area code) 202-732-6337	Date	Archivist of the United States
6. Agency Certification		I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,	
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
Signature of Agency Representative <i>Joseph M. Gerhart</i>		Title Chief, Records Management Branch	Date (mm/dd/yyyy) 09/14/2009
7. Item Number	8. Description of Item and Proposed disposition	9. GRS OR Superseded Job Citation	10. Action taken (NARA Use Only)
1.	See attached sheet(s) for: LeadTrac		

**U.S. Department of Homeland Security
Headquarters Systems Schedules**

Immigration and Customs Enforcement (ICE)

LeadTrac

In 2003 the U.S. Immigration and Customs Enforcement (ICE), Office of Investigations (OI), Compliance Enforcement Unit (CEU), developed and deployed the MicroSoft Access version of LeadTrac to support case management functions for ICE CEU special agents, research assistants and authorized users. Research specialists, accessing data from government and commercial databases, use LeadTrac to manage the case information of potential immigration violators. When the Microsoft Access-based version of LeadTrac exceeded the practical limit of concurrent users and data capacity it was necessary to replace the system. All data from the MicroSoft Access version of the system was transferred to the new system.

The new browser-based LeadTrac system was designed to replace the original client/server based system. It provides the same functionality as the original version of LeadTrac allowing users to initiate, search for, assign and update leads. The new LeadTrac also provides internal and field tracking capabilities, lead history and reporting functionality. In addition to the increased data capacity and scalability, the new web based LeadTrac enables improved access for users, facilitates remote access for users, and supports streamlined application upgrades.

LeadTrac interfaces with US-VISIT, SEVIS and NSEERS when receiving violator data. Numerous other systems, to include The Treasury Enforcement Communications System (TECS), the Arrival Departure Information System (ADIS), the Computer Linked Application Information Management System (CLAIMS), and commercial databases such as ChoicePoint, are queried and the results are compiled in LeadTrac by CEU analysts.

1. LeadTrac

A. Master File/Data

Information on Suspected Immigration Status Violators

LeadTrac maintains information on suspected immigration status violators. Each LeadTrac record refers to a suspected violator, or other subject of interest and has a unique number assigned.

The data within the record includes:

- .Identification Number
- .Name
- .Date of Birth
- .Mailing Address
- .Telephone Number
- .Civil or Criminal History Information
- .Education Record
- .Biometric Identifiers

Disposition:

Temporary. Cutoff at end of fiscal year case closes. Destroy 75 years after cutoff, and only after verification that it is no longer needed for Agency business.

U.S. Department of Homeland Security
Headquarters Systems Schedules

Immigration and Customs Enforcement (ICE)

Information on passports, visas, drivers' licenses, addresses, names, biographical information such as:

- .Country of Citizenship
- .Date of Birth
- .Gender
- .Social Security Number
- .Information Related to the Entry and Exit of the United States
- .Information Related to Filed Petitions
- .Information Related to Attendance at an Institution of Higher Learning in the United States.

B. Input

~~(1) Student and Exchange Visitor Information System (SEVIS)~~

~~—Data—~~

~~—SEVIS data is input into LeadTrac.—~~

~~(2) NSEERS and ENFORCE Data~~

- ~~—LeadTrac obtains information from ICE-owned systems,—~~
- ~~—ENFORCE and the National Security Entry and Exit System—~~
- ~~—(NSEERS).—~~

Disposition (Media Neutral): N1-563-04-1a

~~Temporary. Delete/Destroy after the data has been transferred to the master file and verified.—~~

Disposition (Media Neutral): N1-563-04-2(1)

- ~~—a. Hardcopies are placed in individual A-file.—~~
- ~~—b. Electronic records (textual and biometric) will remain in—~~
~~—database for 75 years, or when no longer needed for agency—~~
~~—business, whichever is sooner.—~~
- ~~—c. Fingerprint cards created for the purpose of entering records—~~
~~—in the system will be stored at the processing site for 30 days—~~
~~—after data entry, and then destroyed.—~~
- ~~—d. Form I-877 "Record of Sworn Statement in Administrative—~~
~~—Proceedings", and supporting documentation, when used for—~~
~~—manual registration into NSEERS, will be stored at the—~~
~~—processing site for 30 days after entry and then destroyed.—~~
~~—Other uses still require placement into A-file.—~~

**U.S. Department of Homeland Security
Headquarters Systems Schedules**

Immigration and Customs Enforcement (ICE)

C. Output

(1) Information Transferred to Treasury Enforcement Communications System (TECS)

LeadTrac information is then manually transferred to the Treasury Enforcement Communications System (TECS) by CEU staff for dissemination to the field.

Disposition (Media Neutral):

Temporary. Destroy immediately after verification of successful upload into TECS.

(2) Reports Used as Case Notes

LeadTrac generates reports for use as case notes.

Disposition (Media Neutral):

Temporary. Destroy immediately at close of case, and only after verification that it is no longer needed for Agency business.